

TOWN OF HILLSBOROUGH  
SAN MATEO COUNTY

DEPARTMENT OF  
COMMUNITY SERVICES  
(415) 579-3811  
FAX (415) 340-1555



RECEIVED

APR 10 1995

1600 FLORIBUNDA AVE.  
HILLSBOROUGH  
CALIFORNIA  
94010

April 5, 1995

DIV. OF HOUSING  
POLICY DEVELOPMENT HCD

Office of Planning and Research  
1400 Tenth Street  
Sacramento, CA 95814

Dept. of Housing and Community Development  
P. O. Box 952053  
Sacramento, CA 94252-2053

RE: Annual Report on General Plan

Pursuant to provisions of State Government Code Section 65400, the Town of Hillsborough is submitting its annual report on the status of its General Plan. The report, which has also been made to the Town Council, indicates the status of the goals, policies and programs; indicates that the plan complies with state guidelines; and, reports that the last revision occurred on January 4, 1995.

If you have any questions, do not hesitate to contact us.

Maureen K. Morton  
Town Planner

Enclosures

**Town of Hillsborough**

*Department of Community Services*

**MEMORANDUM**

**DATE:** April 10, 1995

**TO:** Anthony Constantouros, City Manager

**FROM:** Maureen K. Morton, Town Planner

**SUBJECT:** Annual Report of General Plan

**RECOMMENDATION:** No action required; information only.

**BACKGROUND:** State Law (Government Code Section 65400) requires that, after a General Plan is adopted, an annual report be made to the legislative body (in this case, the Town Council), the Office of Planning and Research, and the Department of Housing and Community Development. The report, which is due by October first of each year, should indicate (1) the status of the plan and progress in its implementation, including the progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing; (2) the degree to which its approved general plan complies with the state's guidelines; and, (3) the date of the last revision to the general plan.

It is important to periodically review the policies and programs which have been adopted as part of the General Plan to evaluate their effectiveness, consider possible changes and consider the allocation of resources which may be necessary to achieve the adopted goals. Since it has been just over one year since the major revision of the General Plan was adopted, it seems that this is a good time to review it. It may make sense, in future years, to schedule the preparation of this report in conjunction with the fiscal year budget, when other Town goals and objectives are being reviewed and formulated and when resources are allocated.

**DISCUSSION:**

Status of the General Plan - The attached report (which reflects input from the Police Chief, Fire Chief, City Engineer and Chief Building Official) indicates the status of all the policies and programs included in the Land Use, Open Space and Conservation, Public Safety, Circulation and Noise Elements. The report indicates a high level of accomplishment, with positive progress on most of the policies and programs. The Housing Element of the General Plan, adopted January 9, 1995, contains policies and programs, as well as an implementation plan and time schedule. Staff expects to develop a residential second unit

General Plan Report  
April 10, 1995

ordinance this year as the first step in implementing the Housing Element programs.

Compliance with Guidelines - All of the General Plan Elements comply with state guidelines. The Department of Housing and Community Development has until mid-May to determine if it will certify the Housing Element.

Revision - The last revision of the General Plan included adoption of the Housing Element and an amendment to the Land Use Element, both adopted on January 9, 1995.

**CONCLUSION:** No action on this item is required. Should the Council have any comments, questions or direction as a result of this report, staff is available. If Council would like to consider any amendments to these General Plan goals, policies, and programs, consideration of changes can be scheduled for a future study session. State law provides for up to four amendments per year on each element of the General Plan.

cc: Office of Planning and Research w/attachment & Housing Element  
HCD w/attachment

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April 1995 Status of the  
GOALS, POLICIES AND PROGRAMS

of the  
Land Use, Open Space and Conservation, Public Safety, Circulation  
and Noise Elements of the General Plan

(PROGRESS IS NOTED IN BOLD TYPE)

Goal 1: To provide for the preservation and enhancement of the  
town's unique residential character.

Policy 1-A Maintain the character of the town's neighborhoods.

Program 1-A1 The Architectural and Design Review Board will evaluate  
development proposals within the context of existing neighborhood  
character. **CONTINUOUS IMPLEMENTATION**

Program 1-A2 The Architecture and Design Review Board will establish  
residential design guidelines to ensure a continuity of high  
quality of design and a sense of compatibility with existing  
neighborhoods. **DRAFT PREPARED; FINALIZATION EXPECTED BY MAY 1995**

Program 1-A3 The Architecture and Design Review Board will ensure that  
modifications to historic resources maintain their historic  
integrity and value. **CONTINUOUS IMPLEMENTATION**

Policy 1-B Promote property and landscape improvements and maintenance.  
**CONTINUOUS IMPLEMENTATION**

Program 1-B1 The town will consider the adoption of a property maintenance  
ordinance. **DRAFT PREPARED; ADOPTION EXPECTED IN 1995**

Program 1-B2 The town will adopt a comprehensive landscape ordinance which  
specifically addresses tree preservation. **DRAFT PREPARED, ONE  
PUBLIC HEARING HELD; ADOPTION EXPECTED BY JUNE 1995**

Goal 2: To provide for orderly development within the Town of  
Hillsborough.

Policy 2-A Regulations, requirements and processing procedures should be clear,  
precise and reflect town policy. **TEN NEW HANDOUTS (COMMUNITY  
SERVICES DEPT.) HAVE BEEN PREPARED TO REFLECT TOWN REQUIREMENTS AND  
PROCEDURES; YEARLY SCHEDULES FOR THE PROCESSING OF APPLICATIONS HAVE  
BEEN PREPARED**

Program 2-A1 The town will continue to update and improve town ordinances and  
improve and clarify application procedures. **CONTINUOUS  
IMPLEMENTATION**

Policy 2-B Address the issue of the state requirement for low and moderate income housing units. HOUSING ELEMENT ADOPTED JANUARY 1995

Program 2-B1 The town will adopt the Housing Element to the General Plan. HOUSING ELEMENT ADOPTED JANUARY 1995

Program 2-B2 The town will adopt an ordinance establishing standards and criteria for residential second units. INCLUDED AS IMPLEMENTATION OF HOUSING ELEMENT; ADOPTION EXPECTED BY JANUARY 1996

Policy 2-C Reduce land use conflicts within the town. CONTINUOUS IMPLEMENTATION

Program 2-C1 The Architecture and Design Review Board will continue to ensure that landscaping buffers and other design methods are used to mitigate the potential land use impacts of new development. CONTINUOUS IMPLEMENTATION

Program 2-C2 Continue to enforce the Noise, Grading, Zoning and other ordinances and regulate community events to reduce potential land use conflicts. CONTINUOUS IMPLEMENTATION

Goal 3: To maintain the character and quality of life in the Town of Hillsborough through the provision and maintenance of superior public services and recreational opportunities.

Policy 3A: Provide quality parks and open spaces that will meet the community's need for play areas and recreational facilities. CONTINUOUS IMPLEMENTATION

Program 3-A1 Continue to cooperate with the school districts in the community via a joint venture approach. The town will continue to maintain and improve the quality of recreation facilities located on school grounds. CONTINUOUS IMPLEMENTATION

Policy 3-B: Provide for quality recreation facilities for residents within the Town of Hillsborough. CONTINUOUS IMPLEMENTATION

Program 3-B1: Consider the feasibility of creating a community recreation center for the residents of the town. The feasibility study should document community needs, potential sites, expected costs and means of financing. NO ACTION TO DATE

Program 3-B2: The Planning Department will identify locations for possible additional parks in the town. As the town is largely built out, expectations for additional parks should be limited to neighborhood parks, five acres or less, and pocket parks of less than one acre. NO ACTION TO DATE

Program 3-B3: The town will revise the Subdivision Ordinance to allow for the collection of fees or dedication of land to provide additional town parks. The Quimby Act allows for the collection of fees under the Subdivision Map Act. NO ACTION TO DATE

Program 3-B4: The town will make the new Community Center assembly facilities available to provide increased citizen participation and involvement in governmental and community operations. CONTINUOUS IMPLEMENTATION

[Note: there is no Goal 4; it was related to the original Housing Element]

Goal 5: To preserve open space for existing and future residents.

Policy 5-A Continue to cooperate with San Mateo County in the planning of a countywide bicycle path which will traverse the Town of Hillsborough. PLANS UNDERWAY; ACTION EXPECTED 1995

Program 5-A1 The Planning Department shall continue to cooperate with the county and seek to finalize plans for a bicycle path along Crystal Springs Road. PLANS UNDERWAY; ACTION EXPECTED 1995

Program 5-A2 The town will not allow new development to infringe upon the area along Crystal Springs Road where the bicycle path is planned. WILL BE IMPLEMENTED AS DEVELOPMENT IS PROPOSED

Goal 6: To ensure the continued preservation and protection of the natural features and resources of the town that are essential to maintaining the quality of life for residents and wildlife.

Policy 6-A Continue to maximize the efficiency of water use throughout the town. CONTINUOUS IMPLEMENTATION THROUGH THE TOWN'S WATER CONSERVATION COMMITTEE

Program 6-A1 Town to continue to encourage xeroscape landscaping and to continue to maintain the low water landscaping exhibition garden next to the Town Hall. CONTINUOUS IMPLEMENTATION

Program 6-A2 Town to provide information in the town newsletter that addresses all methods of water conservation including landscaping, and low water use faucets, toilets, and attachments. CONTINUOUS IMPLEMENTATION

Program 6-A3 Town to investigate the possible use of reclaimed water on public landscaping and to encourage the use of reclaimed water on private facilities, where feasible. WATER CONSERVATION COMMITTEE IS INVESTIGATING USE OF GREY WATER

Policy 6-B Continue to encourage the preservation of drainage watercourses. CONTINUOUS IMPLEMENTATION

Program 6-B1 Where it is the town's responsibility, Public Works Department to assess and maintain creeks as drainage water courses by clearing debris to deter clogging or blockage of the waterway. CONTINUOUS IMPLEMENTATION

Program 6-B2 Engineering Department to require and monitor the use of erosion control measures wherever construction occurs in the town. CONTINUOUS IMPLEMENTATION

Policy 6-C Maintain water quality of creeks. CONTINUOUS IMPLEMENTATION

Program 6-C1 Public Works Department to assess and maintain stream banks to ensure their stability and to minimize siltation of the creeks where necessary. CONTINUOUS IMPLEMENTATION

Program 6-C2 Public Works to monitor sewer lines to determine those needing repair and provide needed repair, as feasible. Sewer lines affecting natural drainages and creeks should receive first priority repair and maintenance. CONTINUOUS IMPLEMENTATION

Policy 6-D Preserve and protect valued riparian habitat. CONTINUOUS IMPLEMENTATION

Program 6-D1 Require an appropriate setback from creeks and significant drainage areas for all new development. California Department of Fish and Game recommends a 100-foot setback. CONTINUOUS IMPLEMENTATION AS DEVELOPMENT IS PROPOSED

Policy 6-E Continue to preserve and protect valuable tree life in the town with the Tree Ordinance. CONTINUOUS IMPLEMENTATION; ORDINANCE REVISIONS IN PROGRESS; ADOPTION EXPECTED BY JUNE 1995

Program 6-E1 Town to continue to require that development plans assess impacts on tree removal. CONTINUOUS IMPLEMENTATION

Policy 6-F Continue to preserve the quality of trees in open space areas and in public landscaped areas. CONTINUOUS IMPLEMENTATION

Program 6-F1 Public Works Department to periodically assess the health of trees in the town in order to minimize pest problems and facilitate early treatment of diseased or pest-infested trees. CONTINUOUS IMPLEMENTATION

Program 6-F2 Public Works Department to take action to maintain the health of trees on public property as needed. CONTINUOUS IMPLEMENTATION

Policy 6-G Preserve dedicated open space areas and evaluate recreational potential of open space. CONTINUOUS IMPLEMENTATION

Program 6-G1 Town to continue to preserve and maintain all areas designated as open space (see Policy 7-C). CONTINUOUS IMPLEMENTATION

Policy 6-H Continue to maintain fire trails in open space areas for public safety. CONTINUOUS IMPLEMENTATION

Program 6-H1 Fire Department to maintain fire trails and fire breaks on all dedicated open space lands. CONTINUOUS IMPLEMENTATION

Policy 6-I Preserve and protect rare and endangered species. CONTINUOUS IMPLEMENTATION

Program 6-I1 Planning Department to continue to require environmental review prior to new development in environmentally sensitive areas, in order to ascertain the presence of sensitive species. CONTINUOUS IMPLEMENTATION

Policy 6-J Provide information to citizens about the management of deer populations within the Town of Hillsborough. The town will encourage citizens to not feed deer and thereby alter the natural carrying capacity of the land for deer. CONTINUOUS IMPLEMENTATION

Program 6-J1 Town to supply information to residents on the types of plants deer will generally not eat. CONTINUOUS IMPLEMENTATION

Program 6-J2 Town to publish information in the town newsletter regarding the effects of feeding deer. NO ACTION TAKEN

Program 6-J3 Town to disseminate information on how to prevent deer from entering private yards. NO ACTION TAKEN

Goal 7: To prevent and reduce risks to property and protect residents from wildfire and other natural hazards.

Policy 7-A Maintain safe building practices and use fire-safe building materials in all new development. CONTINUOUS APPLICATION

Program 7-A1 The Fire Department will review all buildings plans and make recommendations for modifications to reduce fire hazard. CONTINUOUS IMPLEMENTATION FOR NEW BUILDINGS

Program 7-A2 Fire Department and City Council to develop fire prevention guidelines for new construction. NO ACTION TAKEN

- Policy 7-B Support fire prevention, early detection programs, and property inspections to identify fire hazards. CONTINUOUS APPLICATION
- Program 7-B1 Fire Department to continue its fire safety and prevention program to encourage town inhabitants to be aware of fire dangers, how and where fires start, and the importance of early detection. CONTINUOUS IMPLEMENTATION
- Program 7-B2 Fire Department to maintain a list of active participants in the fire safety and prevention program to help identify those programs that are most effective. CONTINUOUS IMPLEMENTATION
- Policy 7-C Encourage the maintenance of fire breaks and ground cover on all open space lands. CONTINUOUS IMPLEMENTATION
- Program 7-C1 Fire Department to provide homeowners with information regarding landscape maintenance and wild fire prevention. CONTINUOUS IMPLEMENTATION
- Program 7-C2 Town of Hillsborough Fire Department and Public Works Department to establish and maintain fire trails and locate hydrants in open space and residential areas. CONTINUOUS IMPLEMENTATION
- Program 7-C3 Fire Department to recommend fire control maintenance measures as needed on undeveloped private property. CONTINUOUS IMPLEMENTATION
- Program 7-C4 Fire Department to provide the necessary fire prevention improvements on properties that pose a significant public safety threat. CONTINUOUS IMPLEMENTATION
- Policy 7-E Support excellent fire service through the maintenance of fire equipment and the training of fire personnel. CONTINUOUS IMPLEMENTATION
- Program 7-E1 Fire Department to test water pressure and fire hydrants annually, or more frequently if circumstances require. CONTINUOUS IMPLEMENTATION
- Program 7-E2 Fire Department to provide training on first aid and fire safety and on an ongoing basis, as needed. CONTINUOUS IMPLEMENTATION
- Goal 8: To reduce risk of landslide and slope failure during and after heavy rains and earthquakes and to protect the community from soil erosion, weak and expansive soils, and slope instability hazards.
- Policy 8-A Review new building plans for proper foundation and supports in areas with slope gradients greater than 15 percent. CONTINUOUS IMPLEMENTATION
- Program 8-A1 Building Department to require increased foundation and support for homes built in areas of increased slope (greater than 15 percent) and in areas at high risk of slope failure during an earthquake. CONTINUOUS IMPLEMENTATION
- Program 8-A2 Building Department to require that slope stabilization mitigation measures be applied to properties under development in areas with a substantial risk of slope failure. CONTINUOUS IMPLEMENTATION
- Policy 8-B Initiate a slope failure prevention program to help educate property owners about available methods to stabilize slopes in slope areas greater than 15 percent. NO ACTION TAKEN



Program 8-B1 The Building Department to initiate a list of properties that participate in the slope failure prevention program at the beginning of the program. NO ACTION TAKEN

Policy 8-C Properties in hazardous slope areas where slope improvements have been made should be inspected. NO ACTION TAKEN

Program 8-C1 A slope inspection should be conducted by a qualified geologist or engineer to review modifications and suggest improvements in areas with 15 percent or greater slopes. NO ACTION TAKEN

Policy 8-D Review Drainage Plans for new development to determine areas susceptible to poor drainage and compare with areas susceptible to slope failure. NO ACTION TAKEN

Program 8-D1 The City Engineer shall review the drainage plans for new development and identify areas of poor drainage, especially in areas of steep slope (greater than 15 percent). CONTINUOUS IMPLEMENTATION

Policy 8-E Reduce risk to drivers from landslides onto public roads. CONTINUOUS ACTION TAKEN AS RISKS BECOME EVIDENT

Program 8-E1 Public Works Department to identify sections of roadway in slope hazard areas by reviewing street maps and slope hazards maps. NO ACTION TAKEN

Goal 9: To reduce risk of structure damage and minimize injury from exposure to seismic activity.

Policy 9-A Older structures should meet specific requirements to be retrofitted with seismic improvements. NO ACTION TAKEN - NOT REQUIRED BY CODE

Program 9-A1 Where renovations are proposed for older buildings, seismic upgrades to USGS standards should be provided. CONTINUOUS ACTION

Policy 9-B Ensure new building plans in high risk areas meet current seismic building codes and use methods of construction to withstand stress caused by an earthquake. CONTINUOUS IMPLEMENTATION

Program 9-B1 Building Department to review new building plans for adherence to the Uniform Building Code (UBC) and any additional state or federal seismic safety regulations prior to construction. CONTINUOUS IMPLEMENTATION

Program 9-B2 Building Department to ensure all building plans are stamped prior to construction by a professional engineer (PE) or licensed architect registered in the State of California. CONTINUOUS IMPLEMENTATION

Program 9-B3 Building Department to verify by inspection that all required seismic upgrades and provisions of the UBC are properly implemented. CONTINUOUS IMPLEMENTATION

Goal 10: To provide for safe roads, adequate parking, and encourage safe driving practices throughout the town.

Policy 10-A Maintain all roadways in good condition to minimize the potential for automobile accidents and reduce wear and tear on vehicles. CONTINUOUS IMPLEMENTATION

Program 10-A1 Keep roadways relatively free of potholes and maintain road shoulders in good condition. CONTINUOUS IMPLEMENTATION

- Program 10-A2 Resurface roadways as needed to keep surfaces sealed and avoid water from entering the road bed. CONTINUOUS IMPLEMENTATION
- Policy 10-B Provide for adequate sight distance at all intersections and driveways. CONTINUOUS IMPLEMENTATION
- Program 10-B1 Require that all new development show that new roads and driveways will enter town roads where there is adequate sight distance for safe vehicle operation. CONTINUOUS IMPLEMENTATION
- Program 10-B2 Police Department to monitor locations that are considered at high risk for accidents and make annual recommendations to the City Engineer for road and signage improvements to reduce accident risk. CONTINUOUS IMPLEMENTATION
- Policy 10-C Promote safe driving practices, pedestrian use, and bicycle use to avoid situations that may result in accidents. CONTINUOUS IMPLEMENTATION
- Program 10-C1 Police Department to provide safe driving, pedestrian, and cycling advisories for the town newsletter. PERIODIC ARTICLES ARE PROVIDED
- Program 10-C2 Police Department to continue to enforce the existing Town Traffic Ordinance. CONTINUOUS ENFORCEMENT
- Program 10-C3 Police Department to promote driving and -drinking awareness through educational programs. CONTINUOUS PARTICIPATION
- Policy 10-D Provide for adequate on- and off-street parking in the town. CONTINUOUS ENFORCEMENT
- Program 10-D1 Continue to require the installation of parking strips with all construction applications. CONTINUOUS ENFORCEMENT OF REQUIREMENT
- Program 10-D2 Review construction plans for conformance with Zoning Ordinance parking requirements. CONTINUOUS REVIEW
- Goal 11: To minimize noise levels throughout the town and to mitigate, wherever possible, the effects of noise in order to provide a safe and healthy environment consistent with residential land uses.
- Policy 11-A Encourage the State Department of Transportation to reduce noise from existing and planned highway segments and interchange projects. NO ACTION TAKEN
- Program 11-A1 Town to continue to advocate that noise abatement measures be taken by the State of California Department of Transportation whenever feasible. NO OFFICIAL ACTION TAKEN
- Policy 11-B Advocate ongoing noise remediation efforts at the San Francisco International Airport. ACTION TAKEN THROUGH PARTICIPATION IN AIRPORT ROUNDTABLE, C/CAG
- Program 11-B1 Planning Department to coordinate efforts on behalf of the town with the San Mateo County Airport Land Use Commission and the Noise Abatement Office, San Francisco International Airport. ONGOING
- Policy 11-C Encourage new development in noise impacted areas to provide effective noise insulation measures. ONGOING
- Policy 11-D Minimize noise levels within neighborhoods so that residents may enjoy the benefits normally associated with residential communities. ONGOING

- Program 11-D1 Town to continue to enforce the existing Noise Ordinance.  
CONTINUOUS; ORDINANCE AMENDED SEPTEMBER 1994 TO ADDRESS SPECIFIC  
CONCERNS
- Program 11-D2 Revise the existing Noise Ordinance to prohibit the use of  
aircraft for construction purposes in the town. NO ACTION TAKEN